



City of Kirkland

Film Permit Application

Sudie Elkayssi
Special Projects Coord.
505 Market Street, Ste. A
Kirkland, WA 98033
D: 425.587.3347
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www.kirklandwa.gov
www.ExploreKirkland.com

Production Information				
Type of Film Event:	_____ Motion Picture/Feature	_____ TV Movie	_____ TV Episode	_____ Commercial
	_____ Music Video	_____ Still Photo	_____ Documentary	_____ Other
Date(s) of Event:	Production Days:	1 - 3	4 - 7	8 - 14 +15
Production Title:				
Production Company Name:		UBI#		
Address:	City:	State:	Zip:	
Website:	Telephone:	Fax:		
Location Manager:		Cell Phone:		
Email:		Office Phone:		

Insurance

The Applicant shall procure and maintain for the duration of the Event, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Event. The policy shall be written on an occurrence basis, shall be written for a period of not less than 24 hours prior to the event and extending for a period not less than 24 hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon 30 days written notice to the City of Kirkland. The insurance policy shall contain, or be endorsed to contain, that the Applicant's insurance coverage shall be primary insurance as respects to the City. Any insurance, self insurance, or insurance pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII and authorized to do business in the State of Washington.

Applicant shall provide a certificate of insurance evidencing:

1. General Liability insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. The City as an additional insured. Certificate of insurance will be provided prior to permit issuance. A copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Applicant shall include all subcontractors and concessionaires as additional insured under its policies and provide the City with the certificates of insurance and endorsements evidencing such insurance or shall furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for Applicant.

Indemnification – Hold Harmless

By signing below, applicant agrees to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the event, except to the extent such injury or damage is caused by the negligence of the City.

Name	Title	Date
Production Company Name		



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Film Permit

Location Worksheet

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Production Title:			
Filming Date(s):		Time(s):	
Setup:	Film:	Wrap:	
Location of Filming:			
Location Detail (ATTACHED DETAILED SITE MAP)			
<input type="radio"/> Residential / Private Property	<input type="radio"/> Commercial Property	<input type="radio"/> Government Property	
<input type="radio"/> Public Right-of-Way	<input type="radio"/> Lake, River, Stream	<input type="radio"/> On-Street Parking	
Summary of Scene:			
Scene Requirements			
<input type="radio"/> Road Closures	<input type="radio"/> Lane Closures	<input type="radio"/> Police Escort	<input type="radio"/> Camera on Sidewalk
<input type="radio"/> Traffic Control	<input type="radio"/> Running Shots	<input type="radio"/> Camera in Curb Lane	<input type="radio"/> Dolly Track
<input type="radio"/> Drive Bys	<input type="radio"/> Drive Ups / Aways	<input type="radio"/> Wet Down	<input type="radio"/> Scaffolding / Platforms
<input type="radio"/> Tow Shots	<input type="radio"/> Cranes	<input type="radio"/> Pedestrian Disruptions	<input type="radio"/> Special Effects / Animals
<input type="radio"/> Drive w/ Traffic Flow	<input type="radio"/> Interior Dialogue	<input type="radio"/> Exterior Dialogue	<input type="radio"/> Other
Describe Special Effects:			
Cast & Crew Staging Area			
Number of Vehicles/Equipment:			
Car _____ Truck _____ Motor Home/Van _____ Camera Car _____ Catering _____ Other _____			
Reserved Parking Requested: YES NO		How many spaces:	
Location:			
Crew Members:		Talent:	



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Film Permit Guidelines

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In order to ensure public health and safety, along with the protection of natural resources, a Film Permit Application must be submitted for all commercial filming activities taking place within the City of Kirkland.

PERMITS REQUIRED

Filming activities that impact the normal use of public rights-of-way within the vicinity of the production (i.e., traffic disruptions, noise, evening lighting, etc.) require a permit. Filming on private property does not always require a permit; however, if **any** form of high risk special effects or pyrotechnics is to be used, a permit is required.

EXCEPTIONS

News Media - Reporters, photographers or camera persons in the employ of a newspaper, publishing or broadcasting of news events concerning those persons, scenes or occurrences that are in the news and of general public interest; and/or those who are filming or videotaping for use in criminal investigations, civil proceedings, and emergencies such as fires, floods, police actions, etc. This exception does not apply to magazines or documentary programs.

Private Use - A permit is not required if the final product is intended for personal use only and there are no public-right-of-way impacts during filming.

APPLICATION DEADLINES

Complete applications must be submitted no less than **five (5) working days** prior to the proposed filming event. Applications are required **ten (10) working days** prior to any film event where traffic disruptions and/or special effects are proposed. Permits may be denied due to insufficient time to approve the request and/or make appropriate preparations.

A complete proposal shall include:

- | | | |
|--|--|--|
| <input type="radio"/> Film Permit Application | <input type="radio"/> Certificate of Insurance | <input type="radio"/> Permit Fee - \$160.00/day |
| <input type="radio"/> Location Worksheet & Site Plan | <input type="radio"/> Additional Insured Endorsement | <input type="radio"/> Traffic Control / Barricade Plan |

FEES

Film Permit

The permit fee is \$160.00 per production day. All but \$160.00 (one day fee) is refundable prior to the permit being issued. Once a permit has been issued, all permit fees are non-refundable. Payment shall be submitted at the time of application.

City Services

Fees for city services (i.e. off-duty police) will be determined and paid by applicant prior to the start of production.

ADDITIONAL REQUIREMENTS

Business License

A City of Kirkland Business License is required for all persons engaging in business within the City with the object of gain, benefit or advantage to the person engaging in that activity, directly or indirectly. Call 425-587-3141 for information.

Insurance

The City of Kirkland shall be named as "Additional Insured" as it relates to your film event. General Liability insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

Road Closures / Traffic Control

If road / sidewalk closures are required for the project you will be required to contract with a local barricade company and arrange for their services. Traffic control and barricade plans must be approved by the City. Off-duty Kirkland Police Officers or certified flaggers may be required for road closures / traffic control.

Pyrotechnics / Special Effects

Proposed high risk activities will be reviewed by city staff. Additional permits may be required.



City of Kirkland Code of Conduct

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When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the production, this includes: parking, base camp, staging areas, etc.

The filming notice should include:

- Name of the production
- Name of company
- Company contact
- Type of production (i.e., feature film, movie of the week, TV pilot, etc.)
- Type of activity and duration (i.e., times, dates, number of days, including prop and strike)
- Name and number of City of Kirkland Special Projects Coordinator

** The Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.*

PRODUCTION COMPANY

Please treat this location, as well as the public, with courtesy by adhering to the following guidelines.

CITIZENS

If you find this production company is not adhering to the Code of Conduct, please contact the City of Kirkland Special Projects Coordinator, 425.587.3347.

- | | |
|---|---|
| <ol style="list-style-type: none">1. Production vehicles arriving on location near a residential area should enter at a time no earlier than that stipulated in the permit, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.2. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.3. The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.4. No production vehicles should park in or block driveways without the express permission of the driveway owner.5. Cast and crew meals shall be confined to the area designated in the location worksheet or permit. All trash must be disposed of properly upon completion of the meal.6. Removal, trimming, and/or cutting of vegetation or trees are prohibited unless approved by the municipal jurisdiction and property owner. | <ol style="list-style-type: none">7. All signs erected or removed for filming purposes shall be removed or replaced upon completion of the use of that location unless otherwise stipulated by the Film Permit. All signs posted to direct the company to the location shall be removed at the end of each day.8. Every member of the cast and crew shall keep noise levels as low as possible. Complaints will be deferred to the Kirkland Police Department.9. Do not trespass onto private property. Remain within the boundaries of the property that has been permitted for filming.10. Applicant shall remove all garbage and recycling waste from catering, crafts service, construction, strike, and personal trash, etc. from the location at the end of each day.11. The company shall comply at all times with the provisions of the Filming Permit and Code of Conduct. |
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***The City of Kirkland
appreciates your cooperation,
Thank you!***